



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

IMGO-HRM

11 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (EMILPO) MEMORANDUM
Number 6 -- Personnel Asset Inventory

1. This memorandum supersedes EMILPO Memorandum Number 6, subject as above, dated 13 October 2010.
2. Reference: AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sept 98.
3. All Soldiers serving on active duty will be accounted for in EMILPO in accordance with AR 600-8-6, paragraph 1-17.
4. Clear guidelines and procedures for conducting a Personnel Asset Inventory (PAI) are shown in AR 600-8-6, Chapter 5. Further, it lists the events that require a PAI, the steps for conducting a PAI, and instructions for completing DA Form 3986-R, Personnel Asset Inventory.
5. According to AR 600-8-6, Para 5-7 (f), the actual PAI should be conducted at the lowest and most practical administrative level, consistent with the overall organization structure. Normally, the PAI will be conducted at the UPC (UIC) or company commander level.
6. The EMILPO assigns the responsibility of strength accounting to the units. The PAI is a tool used to ensure a zero percent variance between physical bodies and reported strength. The importance of properly conducting a PAI cannot be over emphasized. The PAI is a critical step in effective mission accomplishment.
7. The Unit Personnel Accountability Report (AAA-162) should be executed and printed the day prior to the PAI.
8. In an effort to add a measure of conformity to reports being forwarded, the PAB has established the following guidelines for documentation:
 - a. The DA Form 3986-R, Personnel Asset Inventory, will be completed as shown in enclosure 1.

(1) For all items listed in block 13 (gains, losses, and service members not physically at muster formation), supporting documentation is required and should be arranged in the order listed (PCS order, TDY order, DA Form 31, DA Form 4187).

IMGO-HRM

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(2) If a continuation sheet is used for block 13, it will contain the heading “Continuation Sheet” and follow the same format as indicated in block 13 of the sample.

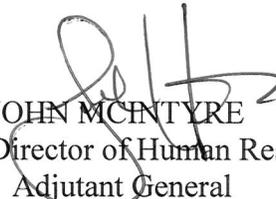
(3) Ensure signature and dates appear on all copies of DA Form 3986-R. All signatures should match the typed names. If an Acting Commander signs the DA Form 3986-R, his/her name, grade, branch, and title should be typed in the corresponding block next to their signature.

b. The AAA-162 will be properly annotated to reflect all arrivals, departures, and duty status changes prior to the effective date of the report and attached to DA Form 3986-R. Pertinent documents supporting all annotations on the AAA-162 will accompany the packet to the PAB (orders, DA Form 4187, etc.).

9. The completed DA Form 3986-R packet will be forwarded to the PAB within five workdays of the PAI.

10. This memorandum will be maintained on file by each Fort Gordon unit/activity.

Encl



JOHN MCINTYRE
Director of Human Resources/
Adjutant General

DISTRIBUTION:

Project Director, AKIMA

POB

PSB

Str Mgt Br

Transition Point

TSPB

Cdr, U.S. Army Garrison

Cdr, 706th MI Gp

Cdr, 442d Sig Bn

Cdr, 15th Sig Bde

Cdr, 73d Ord Bn

Cdr, 35th Sig Bde

Cdr, 67th Sig Bn

Cdr, 513th MI Bde

Cdr, 297th MI Bn

(CONT)

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SUBJECT: Electronic Military Personnel Office (EMILPO) MEMORANDUM
Number 6 – Personnel Asset Inventory

DISTRIBUTION: (CONT)

Cdr, 35th MP Det

Cdr, EAMC

ADL

DENTAC

Cmdt, NCO Academy

Cdr, 3d Region

Cdr, 249th Med Hosp

Cdr, 206th MI Bn

Cdr, 369th Sig Bn

Cdr, 447th Sig Bn

Cdr, 551st Sig Bn

Cdr, 63d Sig Bn

Cdr, 56th Signal

Cdr, 202nd MI Bn

Cdr, 138th MI Bn

Cdr, 56th SC HQs

SECTION III - SIDPERS PERSONNEL AUTOMATION SECTION COORDINATION

17. REMARKS CONCUR NONCONCUR PERSONNEL STRENGTH ZERO BALANCE REPORT RECONCILED

18.a. TYPED NAME, GRADE, BRANCH AND TITLE NORA L. BERNHARDT CHIEF, PAB	b. SIGNATURE	c. DATE
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SECTION IV - AUTHENTICATION BY COMMANDER (Chain of command)

19. TO: COMMANDER 835TH SIGNAL BATTALION	20. FROM: COMMANDER B CO, 835TH SIGNAL BATTALION	21. DATE
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22. REMARKS

23.a. TYPED NAME, GRADE, BRANCH AND TITLE MARY A. JENKINS CPT, SC, CDR	b. SIGNATURE
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24. TO: COMMANDER 15TH SIGNAL BRIGADE	25. FROM: COMMANDER 835TH SIGNAL BATTALION	26. DATE
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27. REMARKS

28.a. TYPED NAME, GRADE, BRANCH AND TITLE THOMAS J. ROCK, LTC, SC, CMDG	b. SIGNATURE
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29. TO: MILITARY PERSONNEL STRENGTH MONITOR	30. FROM: COMMANDER 15TH SIGNAL BRIGADE	31. DATE
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32. REMARKS

33.a. TYPED NAME, GRADE, BRANCH AND TITLE JOHNNIE P. HARRAH, COL, SC, CMDG	b. SIGNATURE
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SECTION V - MILITARY PERSONNEL STRENGTH MONITOR CERTIFICATION

34. TO: COMMANDER 835TH SIGNAL BATTALION	35. FROM: MILITARY PERSONNEL STRENGTH MONITOR	36. DATE
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37. APPROVED FOR INSTALLATION CLEARANCE (Change of command) APPROVED DISAPPROVED

38. REMARKS

39.a. TYPED NAME, GRADE, BRANCH AND TITLE JOHN MCINTYRE, MPSM	b. SIGNATURE
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